ONLINE GRANT MANAGEMENT SYSTEM
TDEC User Guide – Approved Grants

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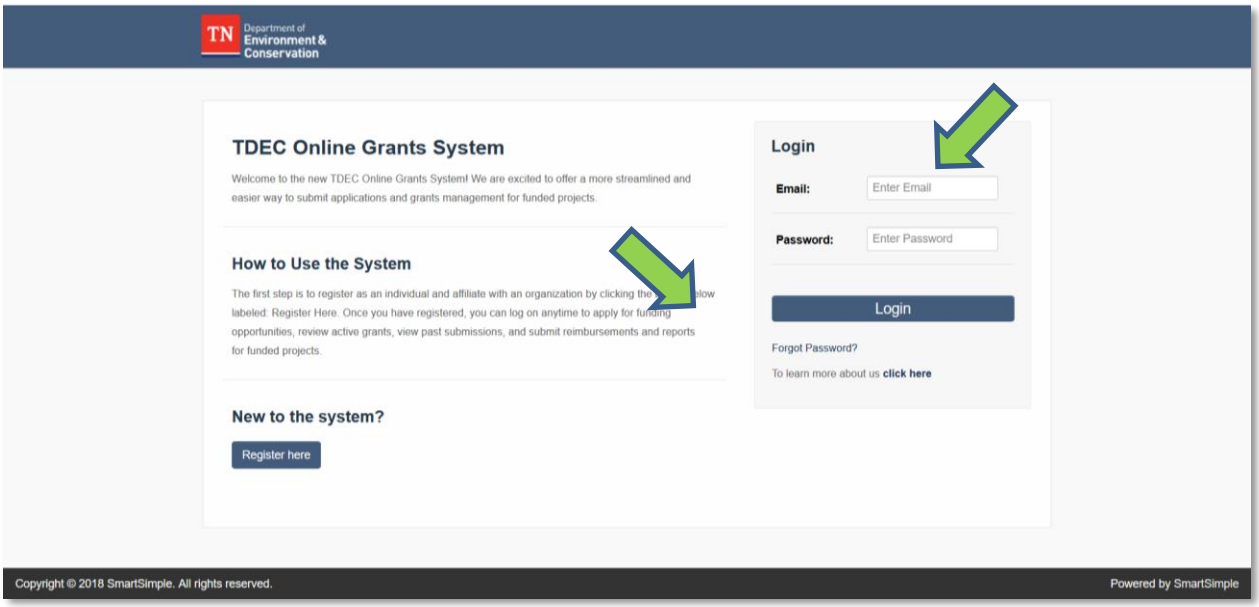
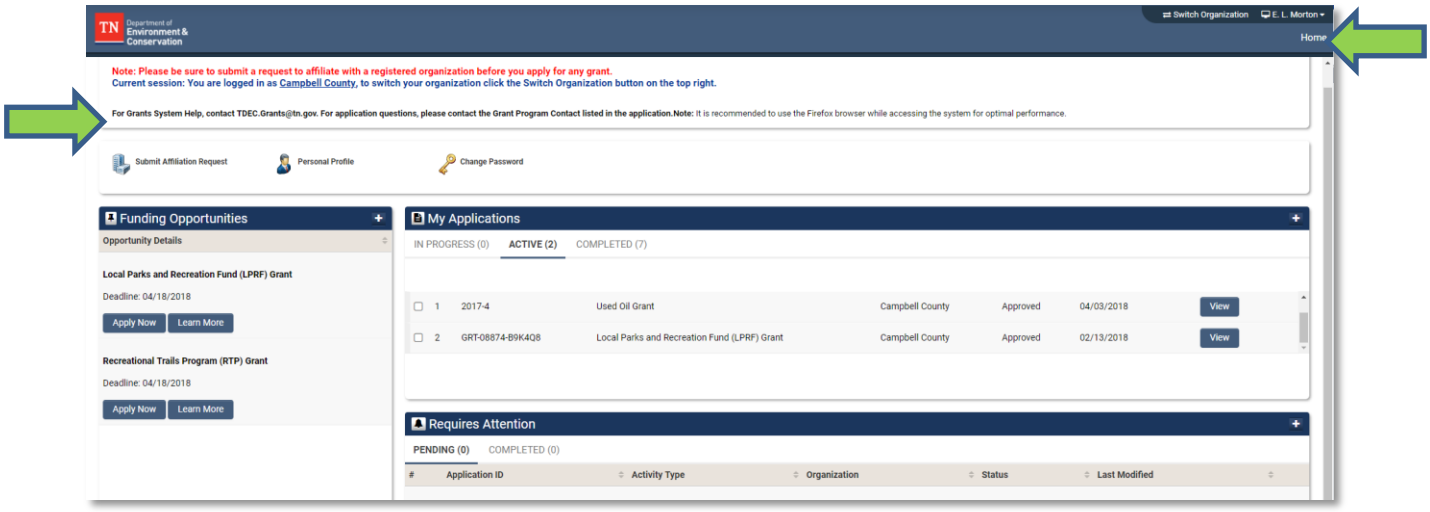
Section I: Login and General Navigation

The TDEC Online Grants System can be accessed at https://tdec.smartsimple.com/.

On the login page, you may login by entering your email and password. If you have forgotten your password, click "Forgot Password?" located under the Login button. The system will automatically send a password to your registered email account.

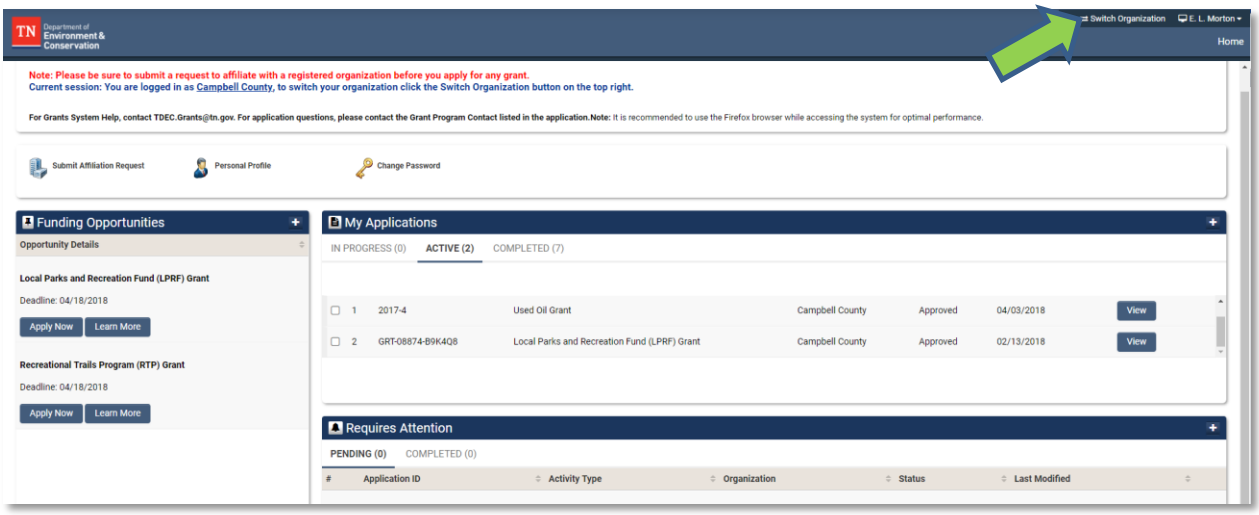


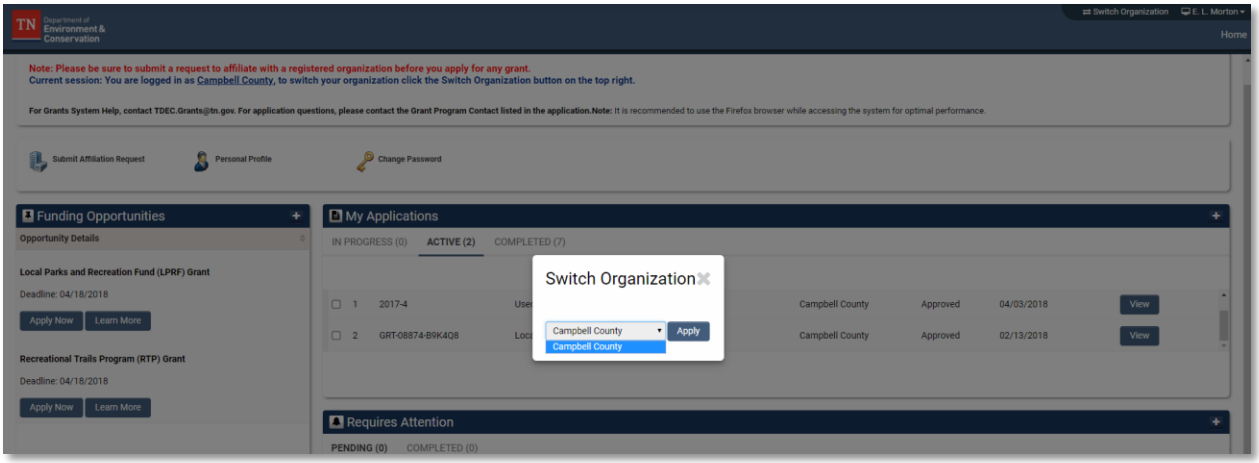
After logging into the system, you will be directed to the Home dashboard. At any time, click "Home" to return to the Home dashboard. The top bar indicates your current Affiliation and Support information.



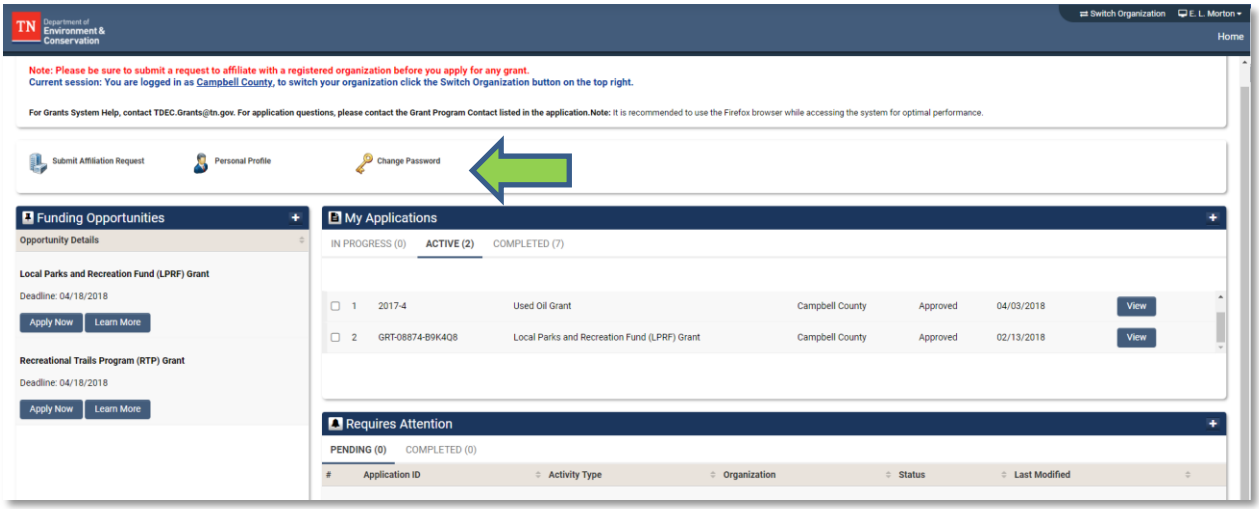
For assistance, contact TDEC.Grants@tn.gov.

If you are affiliated with multiple organizations, you may switch which organization you are currently viewing by clicking the “Switch Organization” button on the top right.





The second bar offers the option to Submit Affiliation Requests, access your Personal Profile and Change Password.



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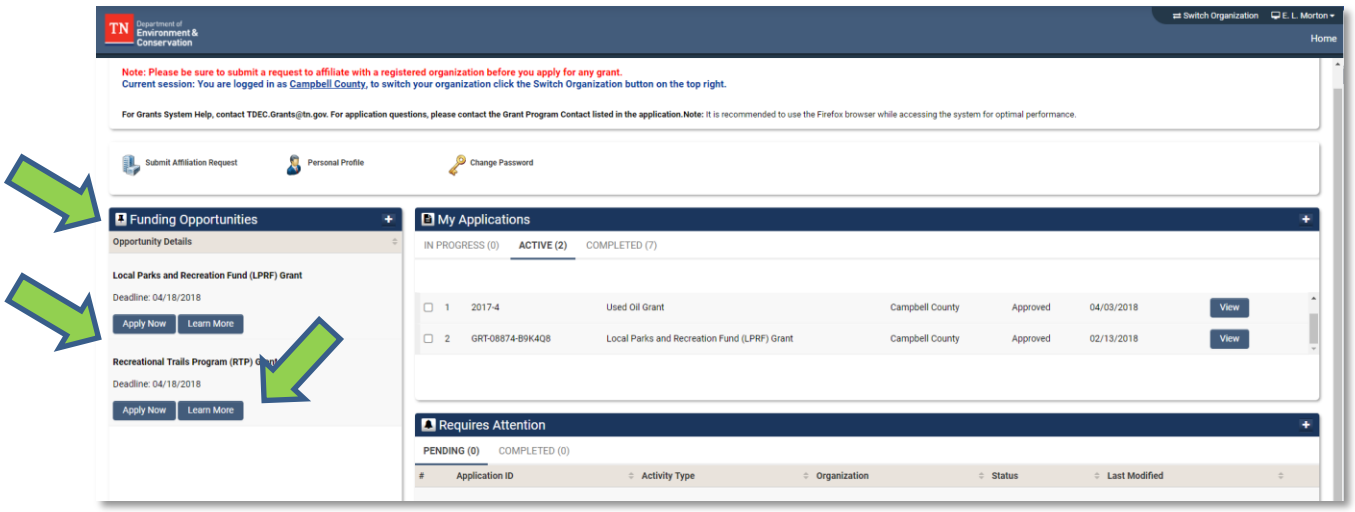
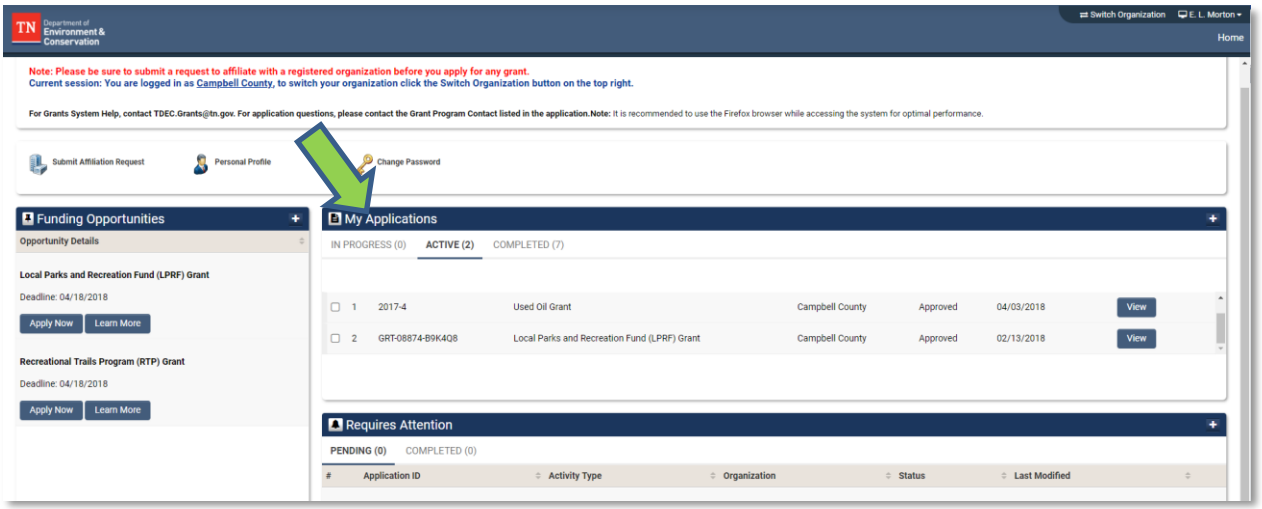
You may access current TDEC Funding Opportunities on the left side of the Home dashboard. Click “Apply Now” to open an application or click “Learn More” (if available) to access general information about the funding opportunity, such as overview and eligibility.

Note: You only need to click “Apply Now” once to open an application. Clicking this button multiple times will result into duplicate applications.



You may access your open applications and funded projects in the “My Applications” section located in the next section.



Draft applications can be found under the tab “In Progress”. Click Open by the application to access the application and edit.

Note: After submitting the application, you will not have access again until staff review and approval/decline stage is complete. It will then reappear either in the “Active” or “Completed” tabs.

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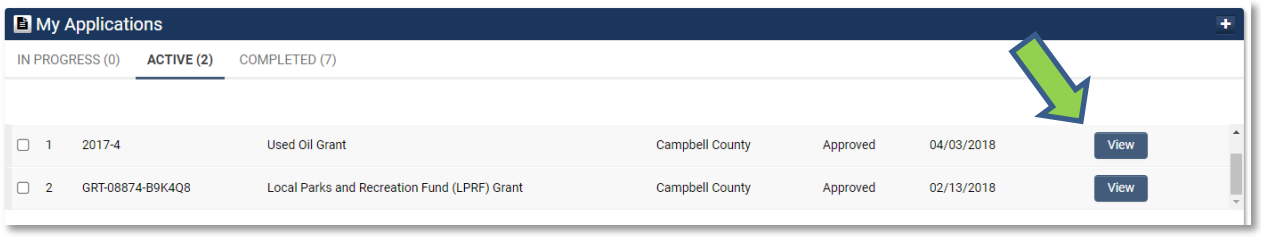
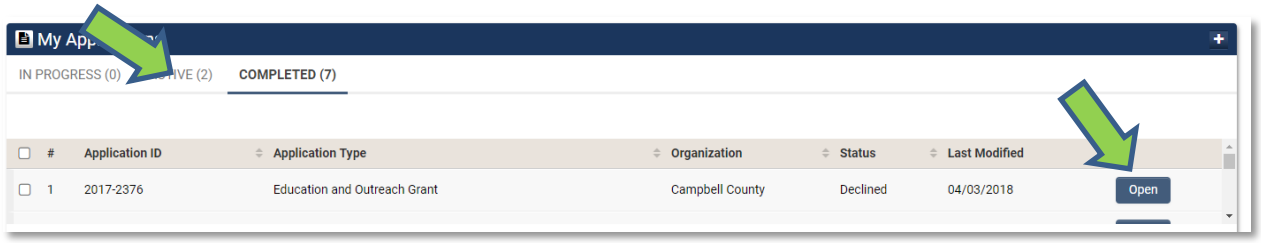
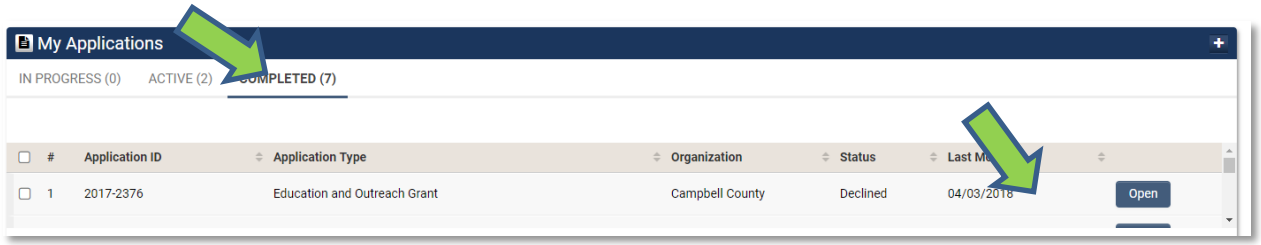


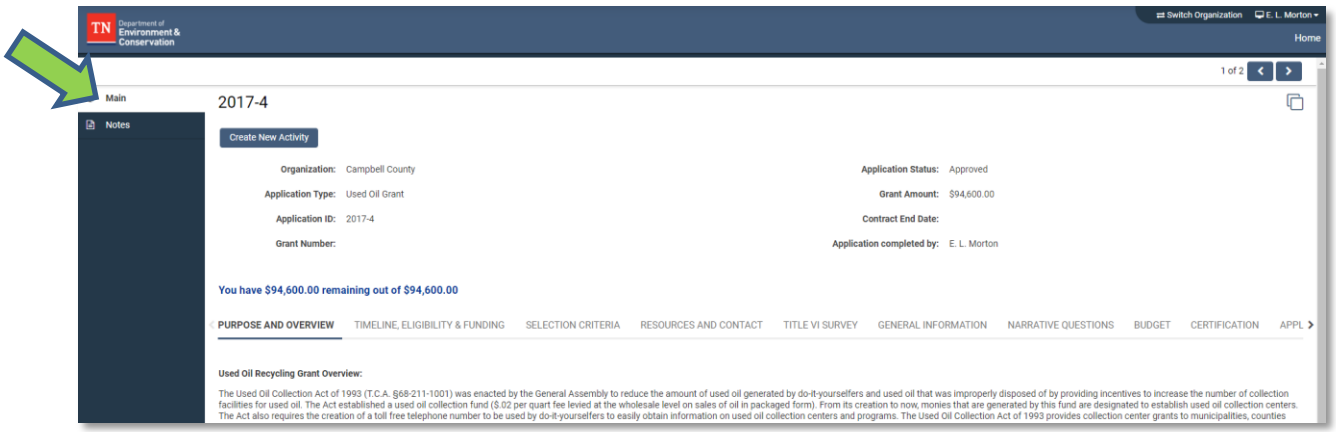
Funded and open grant applications can be found under the tab “Active”. Click Open by the application to access the application/grant record to perform project activities and submissions.



Closed and/or declined grant applications can be found under the tab “Completed”. Click Open by the application to access the application.

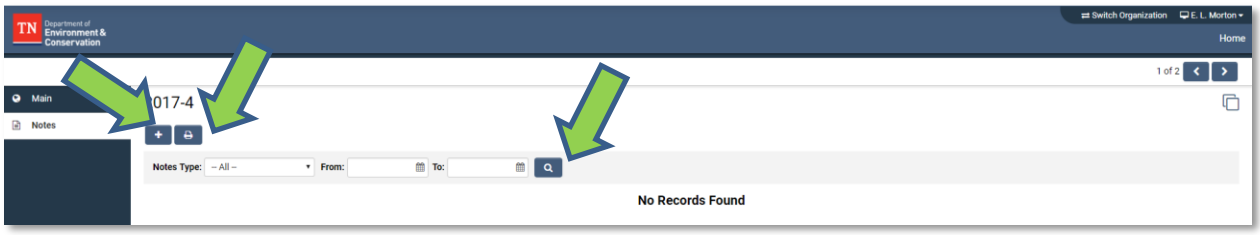


After opening, along the left side is a toolbar with access to the Main grant record and Notes for communication with grant program staff. You can toggle between to access.



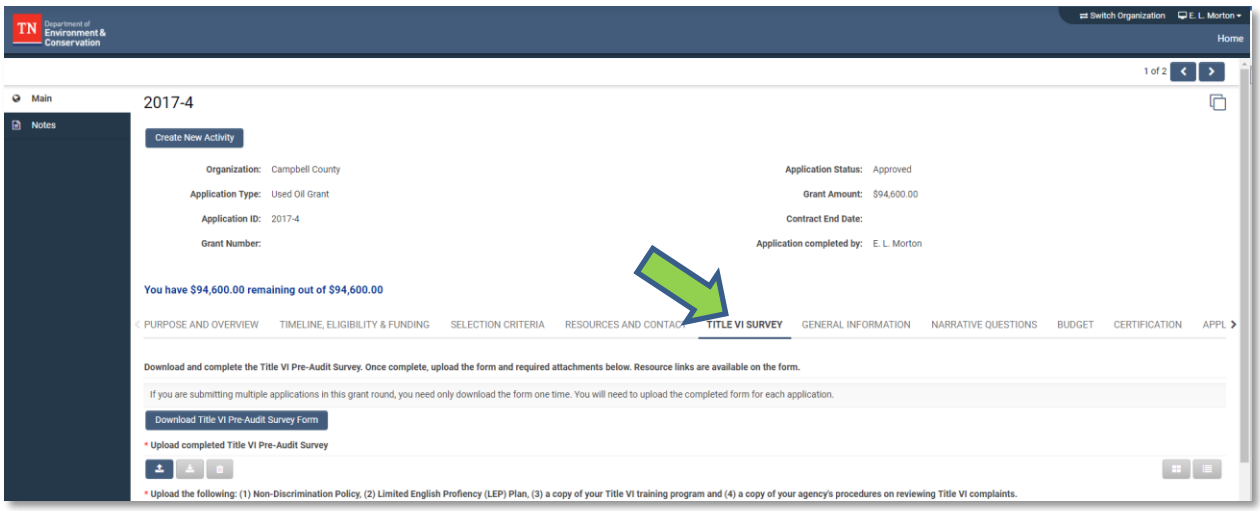
When you click on Notes, you will see a new window with access to previous notes, create a new note or print the notes. There is also a search function.

For assistance, contact TDEC.Grants@tn.gov.



To generate a new note, click on the plus sign. When the new window pops up, type in your message and click save. The assigned grant program staff will receive an automated email message with the note content. Vice versa, if staff sends a note, you will receive an email. It is best practice to communicate via notes to keep everything tied to the grant record.

After approval, you will not be able to edit application content with the exception of the Title VI Survey tab. You may be requested to complete or revise this content.



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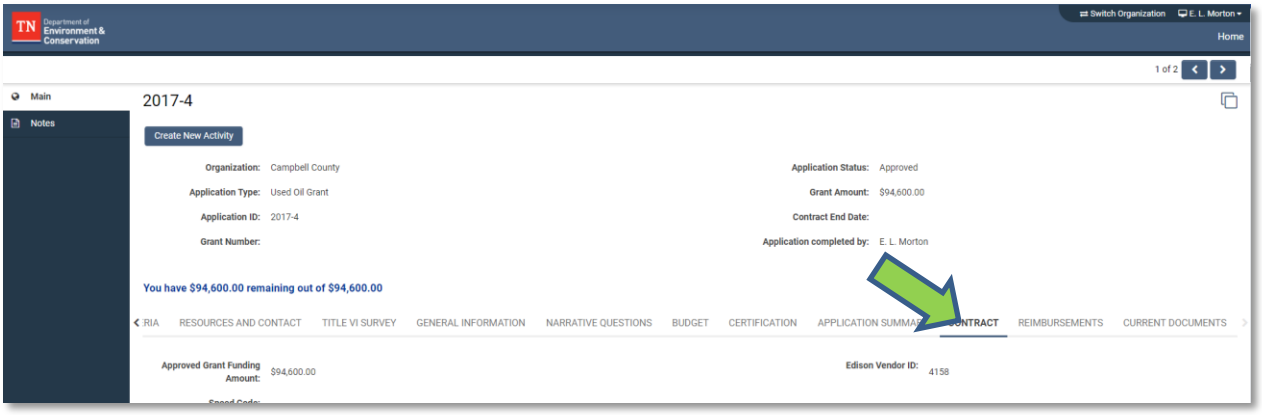
Also, after Approval, you will have access to the Contract, Reimbursements and Documents tabs. Scroll through the tabs to the right to access.



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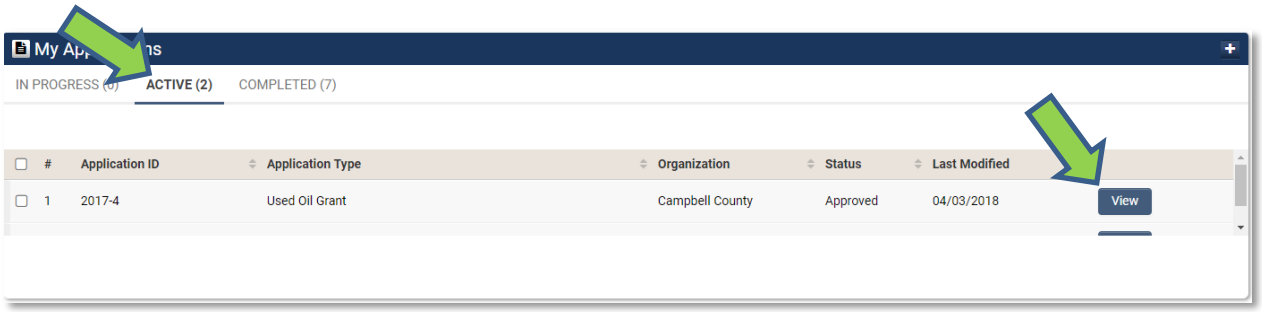
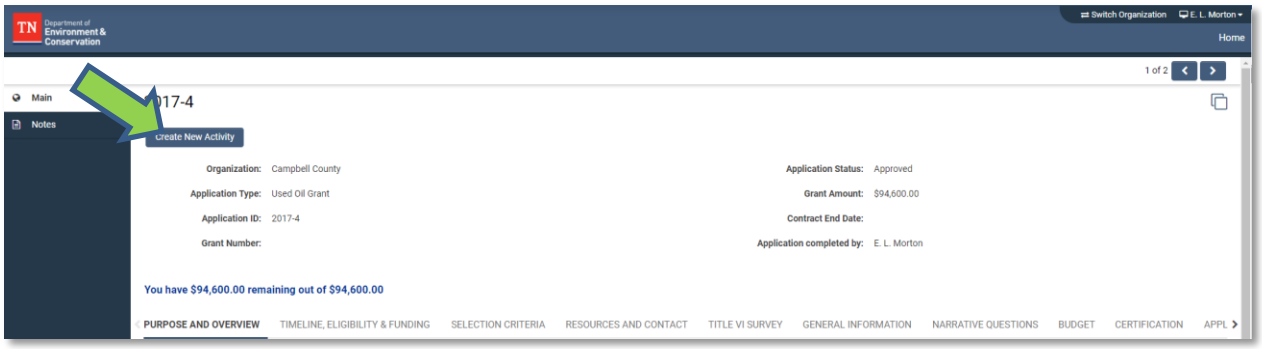
Section II: Activities

This section will demonstrate how to submit activities for your grant project, such as inspection requests, procurement documents, etc.

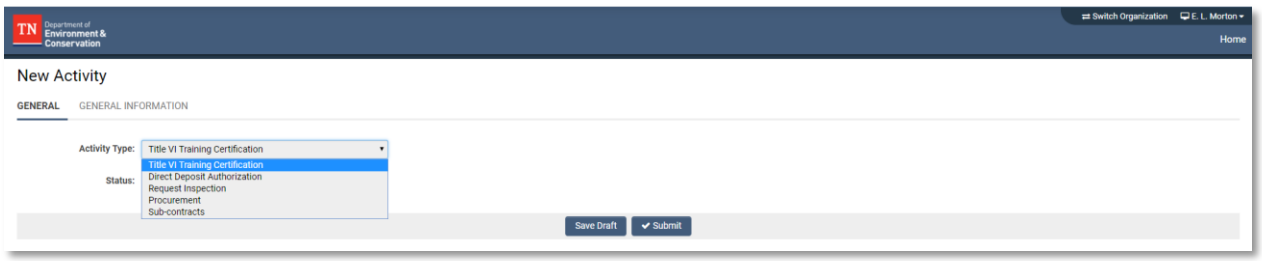
Funded and open grant applications can be found under the tab “Active”. Click View by the application to access the application/grant record to perform project activities and submissions.



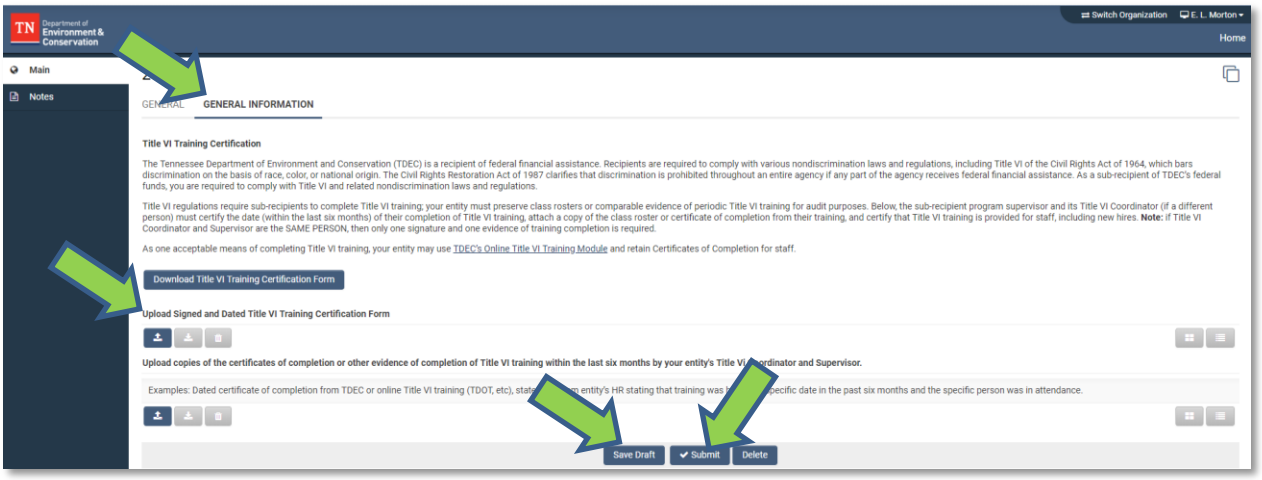
To access activities, click on the “Create New Activity” button.



When the new window pops up, you can select which activity from the drop down menu.



After selecting, click Save Draft. Click on the General Information tab to access the Activity form. Complete the requested information and click Save Draft. Once complete, click Submit. The assign grant program staff will receive an email notification of the submittal.



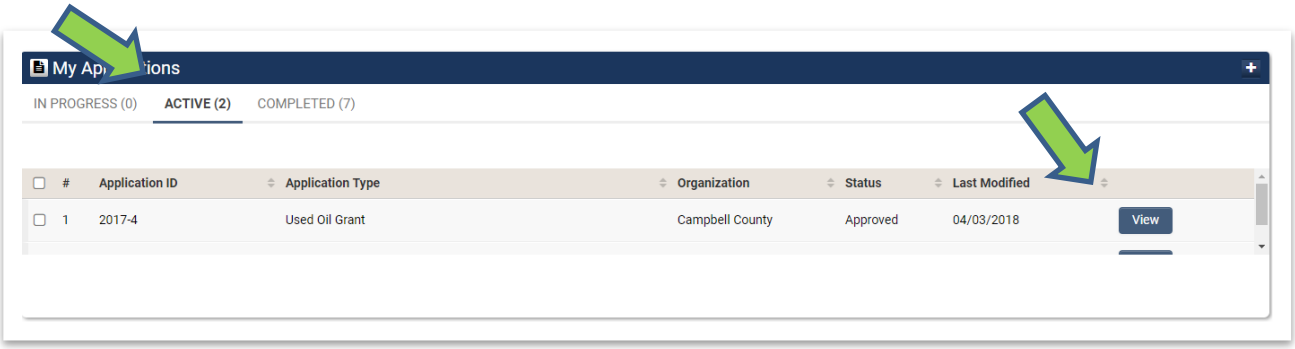
Complete the steps above for each grant activity.

Click **Home** to return to the dashboard.

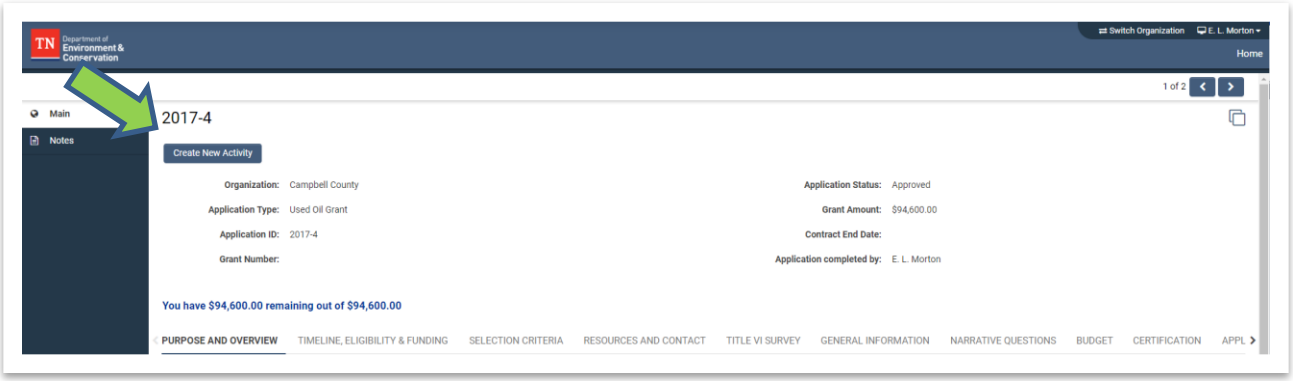
Section III: Reimbursement Requests

This section will demonstrate how to submit a reimbursement request for your grant project.

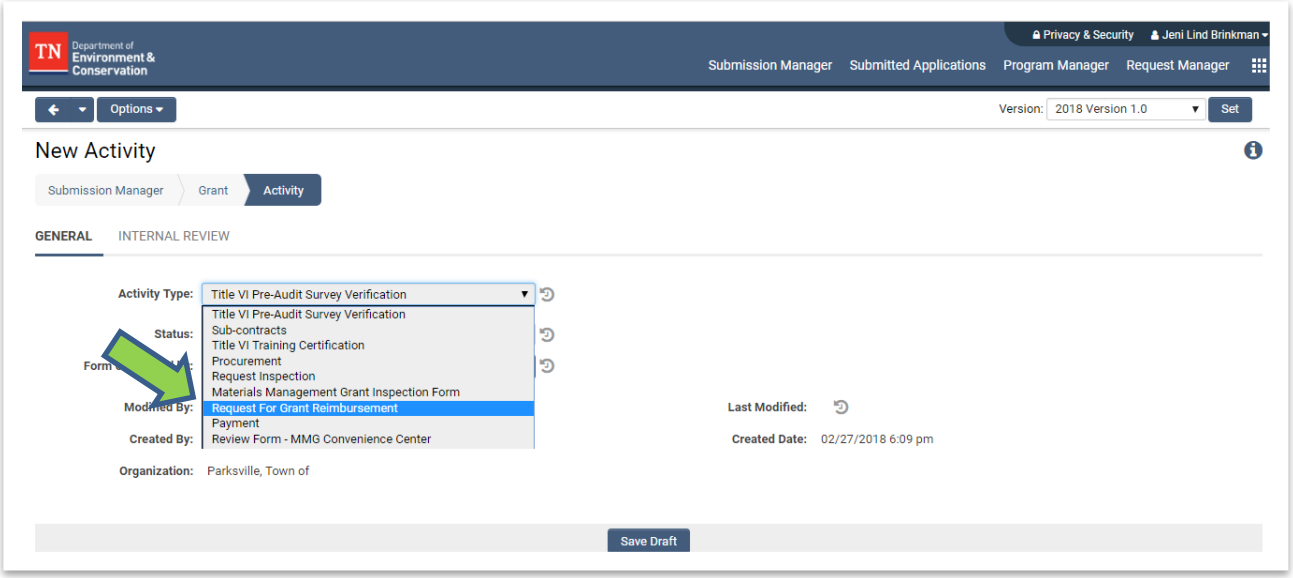
Funded and open grant applications can be found under the tab "**Active**". Click "**View"** by the application to access the application/grant record to perform project activities and submissions.



To access activities, click on the "**Create New Activity**" button.



When the new window pops up, you can select "**Request for Grant Reimbursement**" from the drop down menu.



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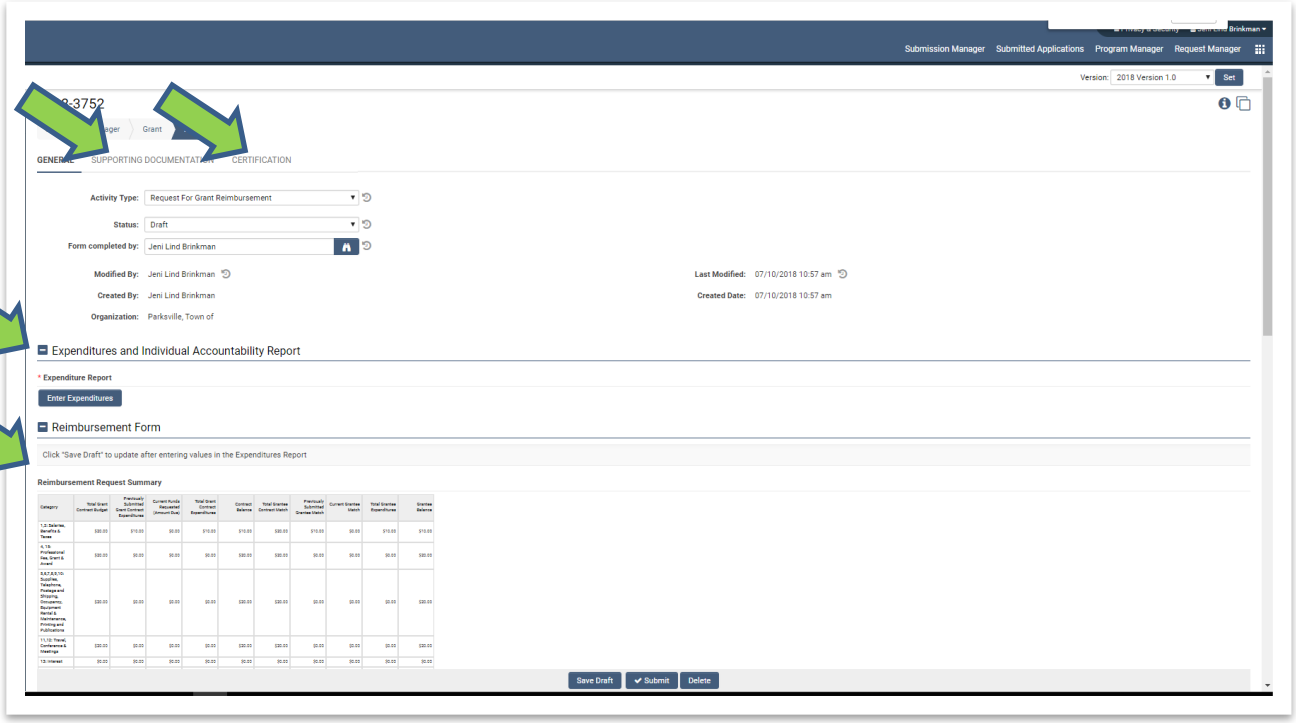
The Reimbursement Request Activity will open. Click "**Save Draft**" to be able to edit the activity. Now you will see the following:

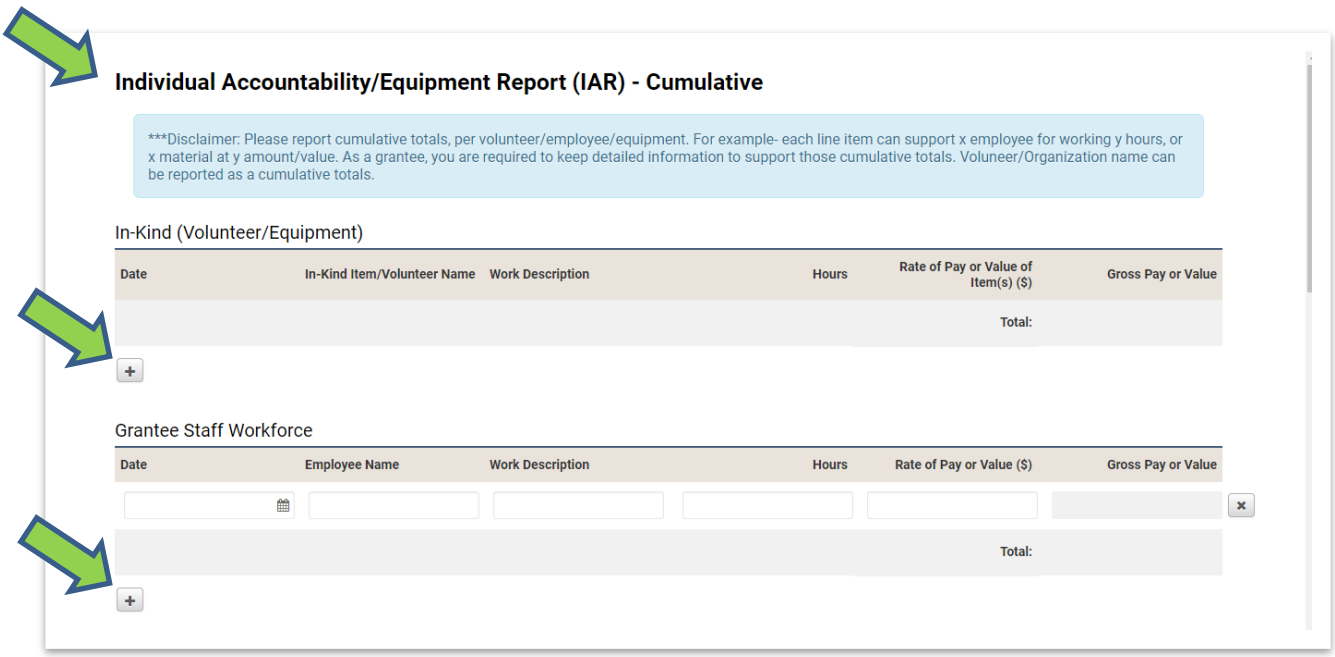
- Expenditures and Individual Accountability Report (Enter Expenditures Button)
- Reimbursement Form – will automatically populate with your contract budget and adjust accordingly after expenditures are entered.
- Tabs to upload Supporting Documentation and submit your electronic Signature.



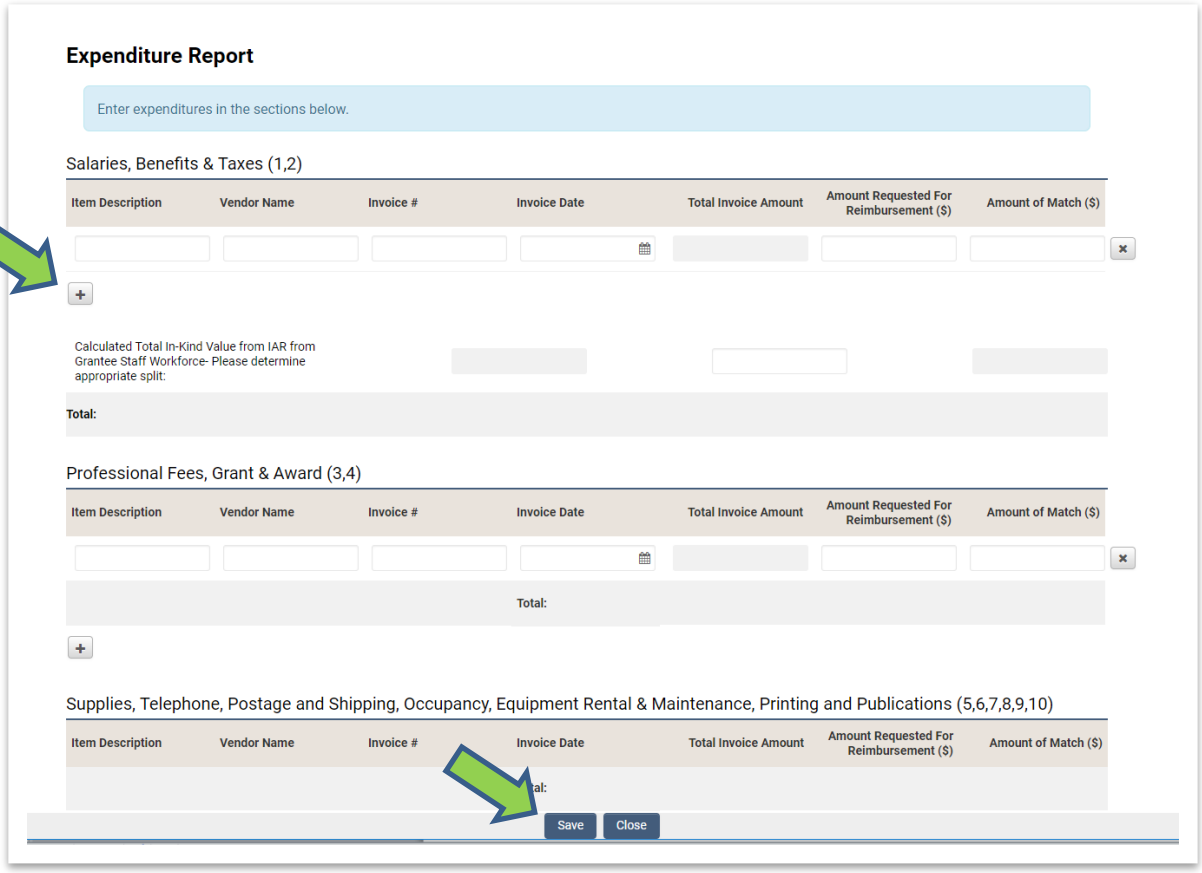
Click the "**Enter Expenditures**" button to enter your current expenditures for this Reimbursement Request.

Note: You will not be able to submit for expenditures that are not budgeted in the contract budget.

At the top of the worksheet, if applicable, click the "**+**" under each line item for **In-Kind or Grantee Staff Workforce** and enter in the required information. The totals at the bottom will auto-calculate.



Scroll down to access the **Expenditure Report** portion, if applicable, click the "**+**" under each line item and enter in the required expenditure information. The totals at the bottom will auto-calculate.



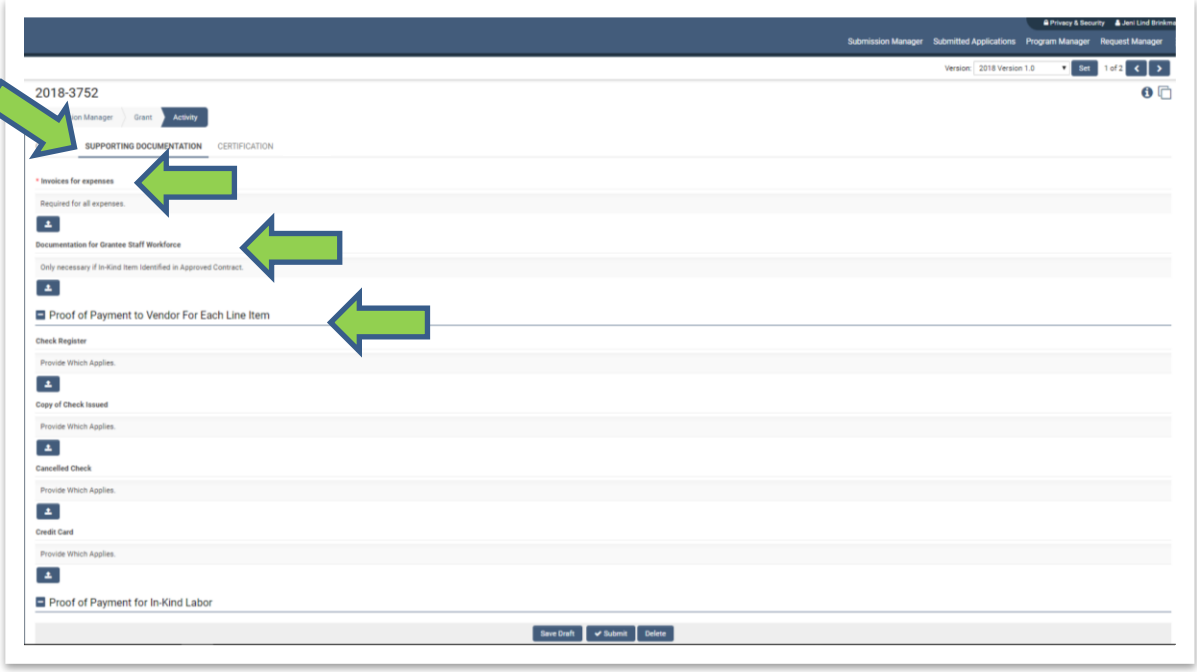
Click "**Save**" and "**Close**" when you are finished.

For assistance, contact TDEC.Grants@tn.gov.

Note: Click "**Save Draft**" again after you return to the activity and the Reimbursement form will automatically adjust with the new expenditures.

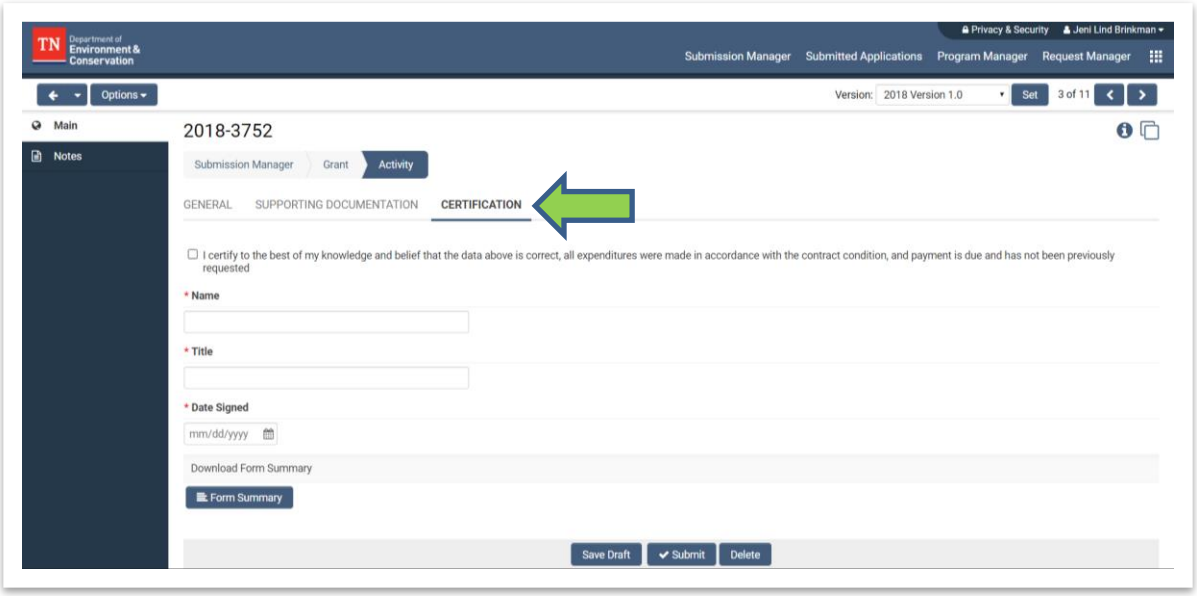
Next, click on the "**Supporting Documentation**" tab to upload the following:

- Invoices for expenses (required for all expenses)
- Documentation for Grantee Staff Workforce (only necessary if In-Kind item is identified in the approved contract)
- Proof of Payment to Vendor for each line item (you need only to upload one form of payment that applies)
- If applicable, Proof of Payment for In-Kind Labor (you need only upload which type of proof is applicable)



Next, click on the "**Certification**" tab and complete the following:

- Check the certification statement and enter name, title and enter the signature date.
- Click on the "Form Summary" button to generate a summary of the reimbursement request.



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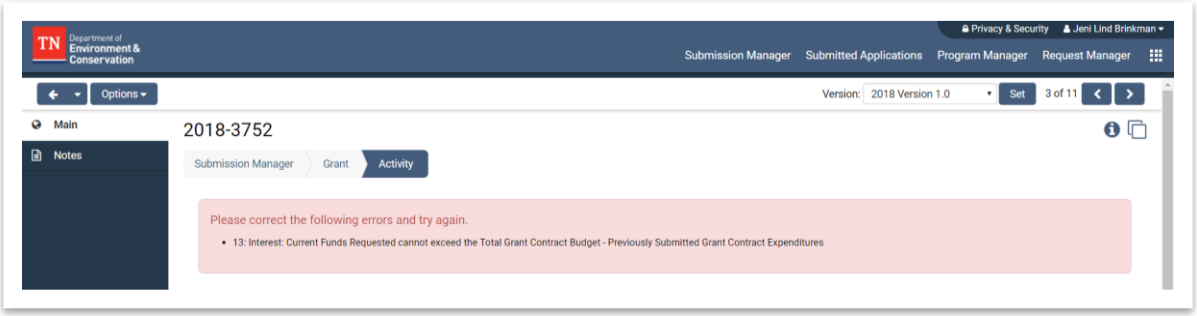
Click "**Save Draft**". Confirm all tabs and information and once complete, click "**Submit**".

If you receive an error message in red, one of the following errors may have occurred:

- Mandatory fields are not completed. Check each tab and check all fields marked with a "*".
- Amounts requested are not budgeted items. Check the Expenditure worksheet and Contract Budget to make sure all requested funds are within budgeted amounts.



Once the form is successfully submitted, you will receive an automatic email confirmation that the Reimbursement Request was submitted and the grant program notified. You will receive notification from the grant program if revisions are needed or when the request has been completed.

Click **Home** to return to the dashboard.